

TRAINING BROADCASTS

October 19, 24, 26 and 31 and November 2, 1995

FASA: Making it Work



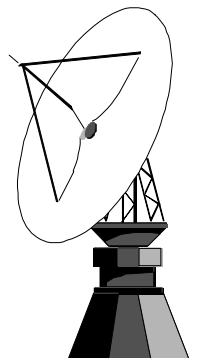
Viewer Reference Material

prepared by the

ACQUISITION REFORM COMMUNICATIONS CENTER (ARCC)

in conjunction with the

FEDERAL ACQUISITION INSTITUTE (FAI)



TRAINING BROADCASTS

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These broadcasts are directed by the Deputy Under Secretary of Defense (Acquisition Reform). They are a combined effort of the Defense Acquisition University, the Acquisition Reform Communications Center and the Federal Acquisition Institute. For more information on this or any previous broadcast, or for general FASA questions, call the

AR (Acquisition Reform) Helpdesk Hotline:
(voice) 1-800-811-4869 (fax) 1-800-711-0230

Acquisition Reform Communications Center (ARCC)
(voice) 703-845-6755 (fax) 703-379-4319



DEFENSE ACQUISITION UNIVERSITY
2001 NORTH BEAUREGARD STREET
ALEXANDRIA, VIRGINIA 22311 - 1772

MEMORANDUM FOR: FASA BROADCAST VIEWERS

SUBJECT: Letter of Instruction

Broadcast Reference Packet

The broadcasts you are about to view are the latest in a series designed to provide you with the knowledge to understand your job functions under the changes to the acquisition process mandated by the Federal Acquisition Streamlining Act of 1994 (FASA). There have been two broadcasts (June 28 and August 23) that provided information on interim rules and a broad overview of the changes. These next five broadcasts will focus directly on how FASA affects your job functions. The programs will cover the FASA and Federal Acquisition Regulation (FAR) changes in detail and use three scenarios to illustrate the changes to the process and your functions. By viewing and understanding the materials in the broadcast, you will be able to take full advantage of FASA in the streamlined acquisition process.

The attached viewer's reference packet provides material to assist you in understanding the broadcasts' material. This includes:

- A Federal Acquisition System Process Map. This map, prepared by the Federal Acquisition Institute, keys on the 14 critical steps in the acquisition process with the functions related to each step. The 21 functions changed by FASA are highlighted by the pushpin logo. Changes to functions directed by the FAR are highlighted by check marks.
- A flowchart/broadcast outline for each broadcast scenario. These broadcast outlines are intended as an aid to understanding key elements in the broadcasts.
- Feedback Questionnaire. Training for large, widely dispersed audiences via satellite is a new and demanding educational technique. We need your help to provide you with the best training possible. Please take the time to fill out the evaluation form provided and return it to your site coordinator.

Post-Broadcast Training Materials

Extensive post-broadcast materials are being prepared. These include a video of the broadcasts, a side-by-side comparison of the old and new FAR, and other materials. Because of cost and manpower constraints, this material cannot be sent to every individual. To receive this material, the site coordinator is requested to return the completed information sheet for correct mailing information.

Good luck and good viewing.

Thomas M. Crean
President
Defense Acquisition University

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October 19, 24, 26, 31 and November 2, 1995
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**SITE COORDINATOR
SUMMARY SHEET**

Post broadcast materials are available upon receipt of completed forms in this packet. You are respectfully requested to complete this form and return it with: a) Satellite Broadcast Sign-in Sheets, and b) Feedback Questionnaire of all broadcast viewers to: Director, Acquisition Reform Communication Center (ARCC); 2001 N. Beauregard Street; Alexandria, VA, 22311-1772. For questions, please call the ARCC at (703) 845-6634 or 6755, fax (703)-379-4319 or the Acquisition Reform (AR) Help Desk Hotline at (800) 811-4689, fax (800) 711-0230.

Please send one complete set of post-broadcast reference materials to the following organization representative for reproduction and distribution to the numbers of attendees reported below:

SECTION I - ORGANIZATIONAL REPRESENTATIVE

Full Name:	Seating Capacity:
Job Position/Title:	Organization:
Telephone Nr: FAX Nr: E-Mail Address: Site Location/Building:	Organization Mailing Address:

SECTION II - ATTENDEES

ATTENDEE PROFILE			
1995 BROADCAST	GOVERNMENT	INDUSTRY	OTHER
19 October - <i>A New Way to Do Business.</i>			
24 October - <i>Securing an Acquisition.</i>			
26 October - <i>Tracking an Acquisition.</i>			
31 October - <i>The Murphy Carpet Saga.</i>			
02 November - <i>A Summary.</i>			
TOTALS			

Satellite Broadcast Sign-In Sheet

Please return this sign-in sheet with the completed questionnaires and summary sheets from your group to:
ARCC,
2001 N. Beauregard St., Room 445, Alexandria, VA 22311-1772. Questions can be directed by e-mail to
hayessi@acq.osd.mil or **jacobskm@acq.osd.mil**.

Date_____

Contract/Training Officer Name_____

Broadcast Site_____

Page_____

Name	Job Code	Rank/ Grade	Agency	Mailing Address	E-Mail Address	Check if You Have CD ROM World Wide Web

Acquisition Reform Communications Center (ARCC)
DEFENSE ACQUISITION UNIVERSITY



TO: Downlink Site Managers

SUBJECT: FASA-94 Final Rules Satellite Broadcasts

The next group of FASA-94 satellite broadcasts will be held on 19, 24, 26, and 31 October 1995 and 2 November 1995. These five broadcasts will track three separate contract scenarios highlighting impacts of FASA changes. Each broadcast will be conducted in two parts. Scheduled times are from 1300 (1:00 pm ET) to 1700 (5:00 pm ET). Part I will be taped presentations concerning the procurement process. Part II will be a live question and answer period with representatives from the FASA rule making teams. The following table depicts the data required to capture the satellite broadcasts.

SATELLITE BROADCAST TECHNICAL DATA			
DOWNLINK DATA	BROADCAST DATES		
	19 OCT & 02 NOV	19,24,31 OCT & 02 NOV	26 OCT
BAND	KU BAND	C BAND	C BAND
SATELLITE	G-STAR 2	TELESTAR 302	TELESTAR 302
TRANSPONDER	5	12 (V)	8 (H)
CHANNEL	5	23	16
LOCATION	@ 125° WEST	@ 85° WEST	@ 85° WEST
DOWNLINK VIDEO FREQUENCY	11974 MHz	4160 MHz	4020 MHz
DOWNLINK AUDIO FREQUENCY	6.2/6.8 MHz	6.2/6.8 MHz	6.2/6.8 MHz
BROADCAST TIMES (ET) 1230 to 1300 Hrs: TEST & TONE 1300 to 1700 Hrs: BROADCAST		TECH ASSIST: (202) 720-8559 or 4001 COMPRESSED DIGITAL VIDEO (CDV): (800) 247-8899 or (804) 765-4512	

The broadcasts will include a live question and answer period. Interactive dial-in phone access will be available during the broadcasts. Please call the following offices for details:

ARCC	(703) 845-6634 or 6755
AR Help Desk Hotline	(800) 811-4869

If issues, questions or problems arise; please contact any of the phone numbers listed above. The satellite downlink aspects of these broadcasts are extremely important and your assistance is greatly appreciated.

*** * * * Feedback Questionnaire * * * ***

Thank you for participating in the broadcast series **FASA: Making it Work**. Much information was covered during the five broadcasts. Your thoughts and suggestions are requested regarding both the broadcast process and programs' substance in this matter of significance to the Federal government. Please take a moment to complete this questionnaire and **return it to your training point of contact** not later than November 10, 1995.

SECTION I - DEMOGRAPHICS

Please provide your printed name _____ and the following information if your name is provided. You may provide this information anonymously if desired.

Pay Grade:	Job Series:
Job Position:	Organization:
Telephone Nr: FAX Nr: E-Mail Address:	Organization Mailing Address:

Which acquisition competency does your experience fall within? (Check One or more) ☐ Government ☐ Industry

☐ Program Management ☐ Contracts ☐ Logistics ☐ Engineering ☐ Education/Training

☐ Financial Management ☐ Test and Evaluation ☐ Policy Development ☐ Other _____

SECTION II - BROADCAST SERIES CONTENT & DELIVERY

Please rate the broadcast planning and performance factors by circling the broadcast date and placing checkmarks in the appropriate box.

BROADCAST DATE: 19 Oct 24 Oct 26 Oct 31 Oct 02 Nov

FACTOR	POOR	ADEQUATE	GOOD	VERY GD	EXCELL'NT
Broadcast Technical Quality					
Scenario Realism					
Role Playing Realism					
Broadcasting Schedule					
Questions & Answers Segment					
Pre-Broadcast Materials					
Broadcast Graphics					
Assistance in Job Understanding					
Adequacy & Depth of New Responsibilites					

SECTION III - NARRATIVE

Please provide any additional thoughts or suggestions which may assist in the planning and conduct of future acquisition reform training endeavors. (Please use other side and/or additional sheets)

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ARCC Service/Agency Points of Contact

	Commercial	Fax
<u>DoD</u>		
Ms. Y. Shelkin, DLA	703-767-1356	703-767-1401
Mr. J. Brown, Army	703-274-8190	703-274-3198
Maj K. Hurd, Air Force	703-697-8947	703-614-1491
Ms. A. Dean, Navy	703-602-0263	703-602-5481
Ms. K. Strouss, Coast Guard	202-267-1170	202-267-4011
Alt Ms. M. Whitney, Air Force	703-695-8718	703-614-1491
<u>Federal Government (Civilian Agencies)</u>		
Mr. M. Miller, FAI	202-501-3618	202-501-3341
<u>Small Business</u>		
Mr. K. Dougherty, SBA	703-695-2435	703-693-7004
<u>Industry</u>		
Ms. D. Ireton, NCMA	703-998-3900	703-824-5699
Ms. E. Schiralli, EIA	703-907-7585	703-907-7501
Mr. W. Glass, ADPA	703-416-6500	703-416-6501
Ms. J. Olmer, C of C	202-463-5522	202-887-3445
<u>ARCC</u>		
Col Sharolyn Hayes	703-845-6755	703-379-4319
Ms. Kelly Jacobs	703-845-6634	703-379-4319

TRAINING BROADCASTS
October 19, 24, 26, 31 and November 2, 1995
FASA: Making it Work

19 October Broadcast
"A NEW WAY TO DO BUSINESS"

PROGRAM SYNOPSIS

Three contracting officers meet at an NCMA workshop. As part of the workshop, they've all received a huge stack of Federal Acquisition Circulars (FACs) conveying change pages for implementing the Federal Acquisition Streamlining Act (FASA). Through their discussion and with the help of our program host and a "Federal Acquisition Process Map", viewers will explore major changes under FASA. In addition, the contracting officers will discuss other changes that will be necessary for successful FASA implementation — such as changes in culture, training plans, habits, and performance measures. The program compares and contrasts the overall process of contracting — before and after FASA — and also introduces the subsequent programs.

Viewers should note the **Federal Acquisition System Process Map** on Pages 5, 6 and 7 in this TAB. These depict the 14 steps from "Determination of Need" through "Contract Closeout" (and related functions) in the acquisition process phases -- I. PRESOLICITATION, II. SOLICITATION - AWARD and III. CONTRACT ADMINISTRATION. This first broadcast: "A New Way To Do Business" focuses on 21 function changes, each highlighted by a pushpin. Checkmarks on other functions depict changes to the FAR published in Federal Acquisition Circulars (FACs) 90-26 through 90-33. These are not covered in the scenarios.

BROADCAST NOTE TAKING OUTLINE

(This outline is a viewer's note taking guide)

I. PRESOLICITATION

STEP A: DETERMINATION OF NEED

5. Market Research

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19 October Broadcast

STEP B: ANALYSIS OF THE REQUIREMENT

6. Requirements Documents

7. SOW -- Commerciality Determination

STEP C: EXTENT OF COMPETITION

10. Set Asides

STEP D: SOURCE SELECTION PLANNING

16. Price-related Factors

17. Method of Procurement

18. Procurement Planning

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19 October Broadcast

STEP E: SOLICITATION TERMS AND CONDITIONS

NEW Establishing Task Order Contracts

24. Solicitation Preparation

II. SOLICITATION - AWARD

STEP F: SOLICITATION OF OFFERS

25. Publicizing Proposed Procurements

STEP G: BID EVALUATION

32. Late Offers

STEP H: PROPOSAL EVALUATION & NEGOTIATION

38. Pricing Information from Offerors

39. Audits

40. Cost Analysis

42. Competitive Range

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19 October Broadcast

STEP I: CONTRACT AWARD

51. Debriefing

III. CONTRACT ADMINISTRATION

STEP J: INITIATION OF WORK

56. Ordering

STEP K: QUALITY ASSURANCE

61. Remedies

STEP L: PAYMENT AND ACCOUNTING

65A. Payment

STEP M: MODIFICATION & TERMINATION

76. Termination

STEP N: CONTRACT CLOSEOUT

74. Closeout

TRAINING BROADCASTS

October 10, 24, 26, 31 and November 2, 1005

I. PRESOLICITATION

STEPS

A. DETERMINATION
OF NEED

B. ANALYSIS
OF REQUIREMENT

C. EXTENT OF
COMPETITION

D. SOURCE
SELECTION
PLANNING

E. SOLICITATION
TERMS AND
CONDITIONS

Related Functions

1. Forecasting
Requirements

✓ 2. Acquisition
Planning

3. Purchase Requests

✓ 4. Funding

5. Market
Research

6. Requirements
Documents

7. Statement of
Work --
Commerciality
Determination

✓ 8. Services

✓ 9. Sources

10. Set Asides

11. 8(a) Procurements

✓ 12. Competition
Requirements

13. Unsolicited
Proposals

14. Lease vs
Purchase

✓ 15. Price-
Related Factors

16. Non-Price
Evaluation
Factors

17. Method of
Procurement

18. Procurement
Planning

Establishing
Task Order
Contracts
(NEW)

✓ 19. Contract
Types - Pricing
Arrangements

20. Letter Contracts

✓ 21. Contract
Financing

✓ 22. Use of
Gov't Property
and Supply
Sources

23. Need for Bonds

24. Solicitation
Preparation

Key



Steps



Functions



Tasks



Decisions

/

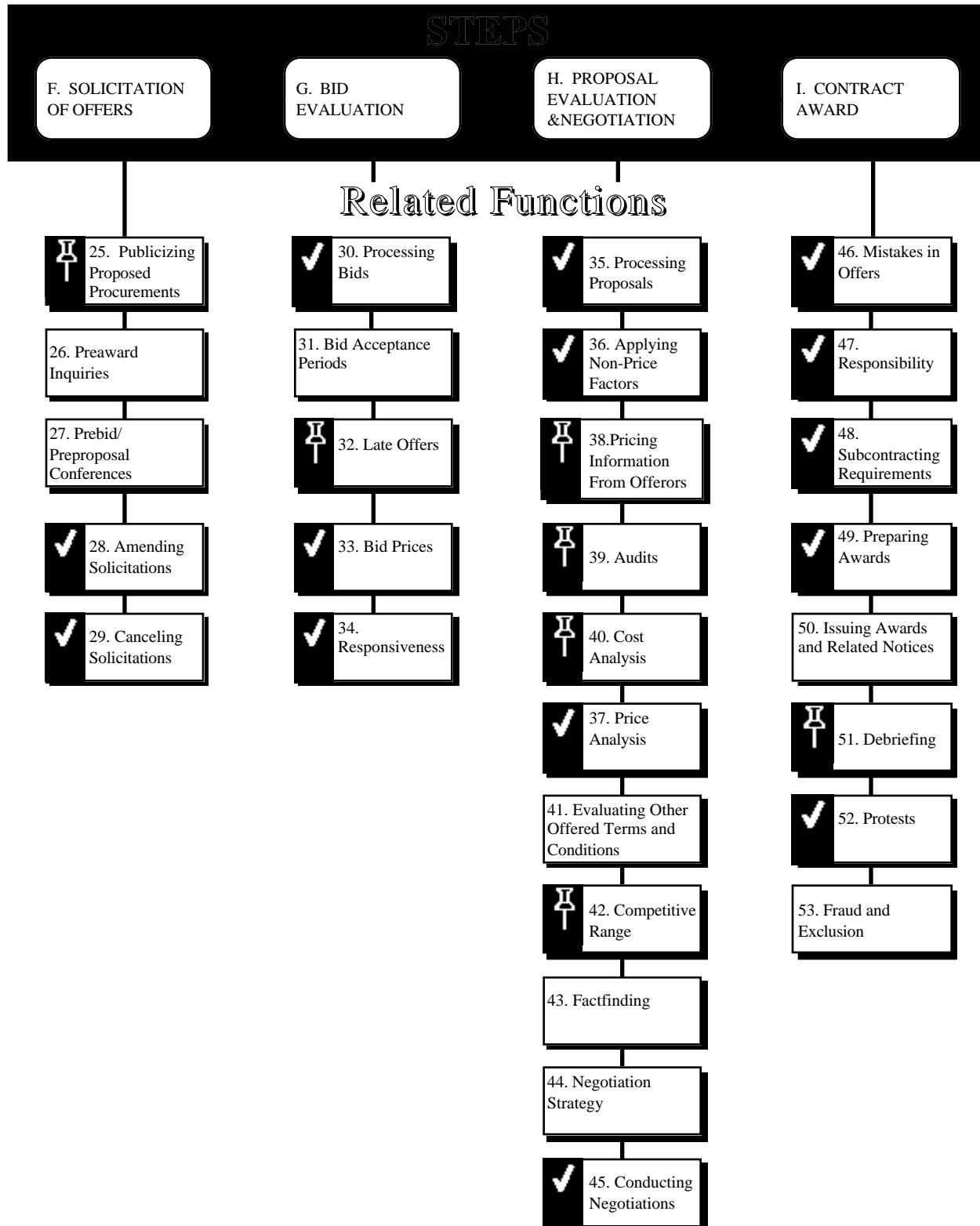
FASA/FAC changes
covered in scenarios



FASA/FAC changes

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October 19, 24, 26, 31 and November 2, 1995
FASA: Making it Work

II. SOLICITATION-AWARD



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III. CONTRACT ADMINISTRATION

STEPS

J. INITIATION OF WORK

K. QUALITY ASSURANCE

L. PAYMENT AND ACCOUNTING

M. MODIFICATION & TERMINATION

N. CONTRACT CLOSEOUT

Related Functions

54. Contract Administration Planning

55. Post-Award Orientations

56. Ordering

57. Consent to Subcontracts

58. Monitoring, Acceptance and Inspection

59. Delays

60. Stop Work

61. Remedies

62. Property Administration

63. Evaluating Contractor Performance

64. Limitation of Costs

65A. Payment

65B. Indirect Costs

66. Unallowable Costs

67. Assignment of Claims

68. Collecting Contractor Debts

69. Administering Financing Terms

70. Price and Fee Adjustments

71. Accounting & Cost Estimating Systems

72. Cost Accounting Standards

73. Defective Pricing

75. Contract Modifications

76. Termination

77. Bonds

74. Closeout

78. Claims

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24 October Broadcast
"SECURING AN ACQUISITION"

PROGRAM SYNOPSIS

This program focuses on the life cycle of a contract that exceeds ten million dollars and three years. The program host re-introduces us to Sara Love - one of the contracting officers introduced in the first program. Viewers will follow Ms. Love as she initiates and manages a multiple award task order ID/IQ contract.

Through her story and with the help of the host and supporting graphics, viewers will focus and reflect on topics such as: tailoring requirements to meet commercial criteria, the importance of on-going market research, "fair consideration" and its impact on awarding the task orders, debriefing successful awardees, and evaluations.

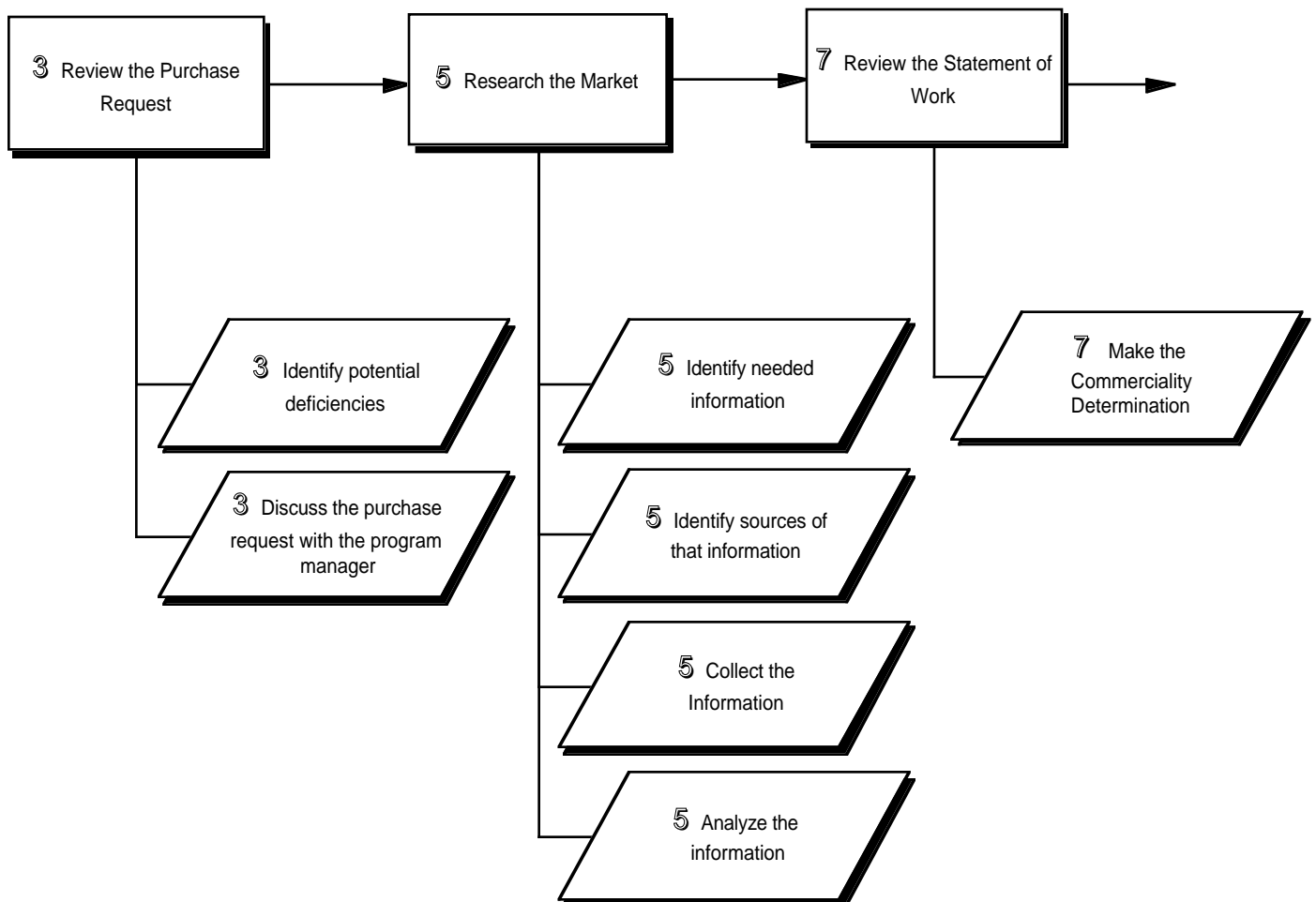
BROADCAST FLOW CHART/NOTE TAKING OUTLINE

The flow charts on the following pages are intended as a broad outline for note taking. Each depicts events in the broadcast -- "Securing an Acquisition" -- and **does not** depict all functions, tasks, or subtasks performed in the course of this acquisition.

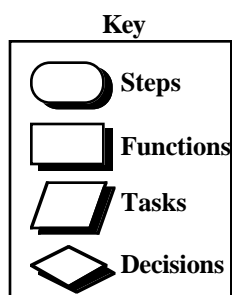
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Flowchart/Outline of Events in
"Securing an Acquisition"

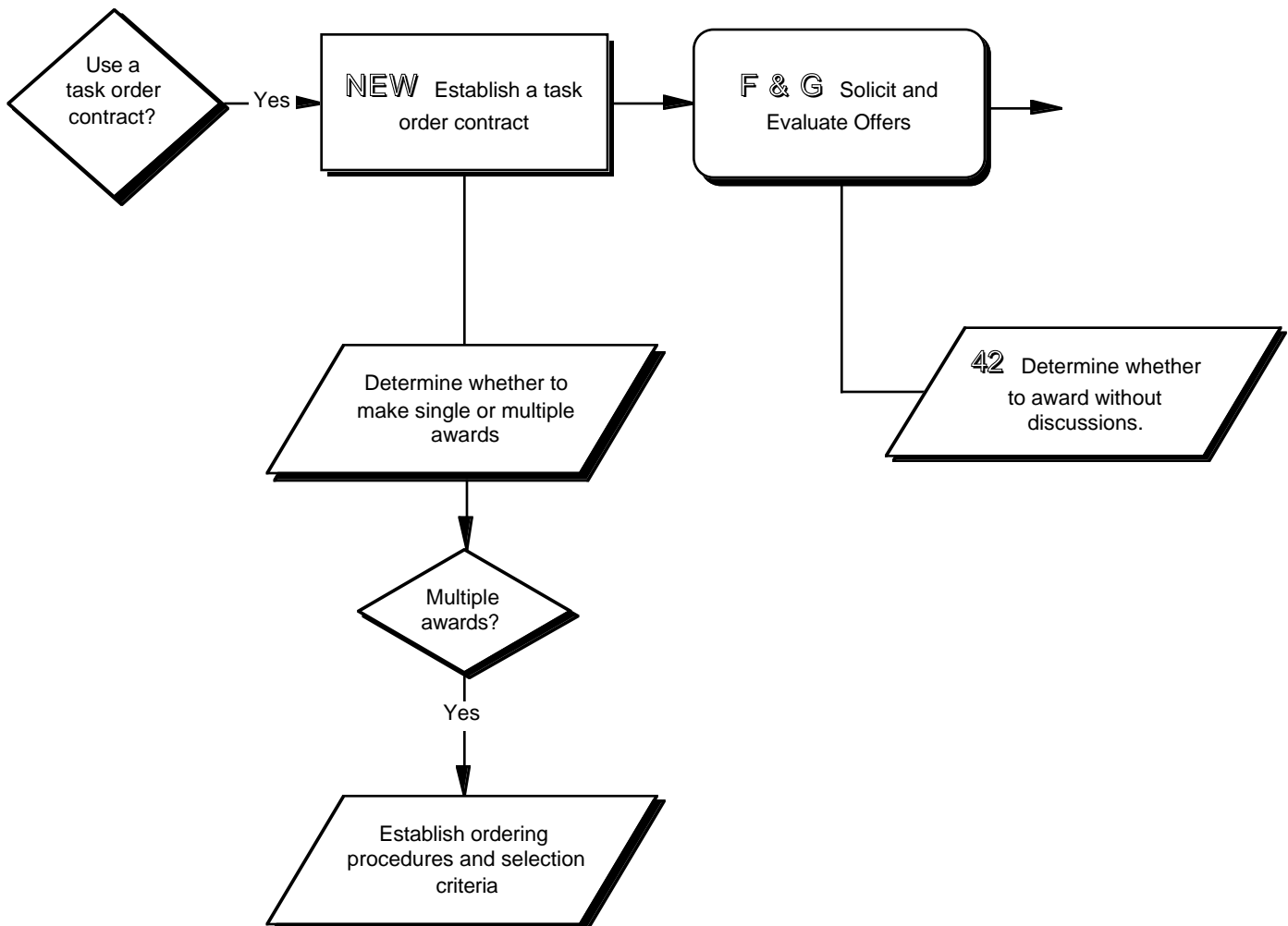


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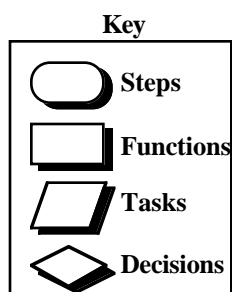


TRAINING BROADCASTS
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Flowchart/Outline of Events in
"Securing an Acquisition" (continued)

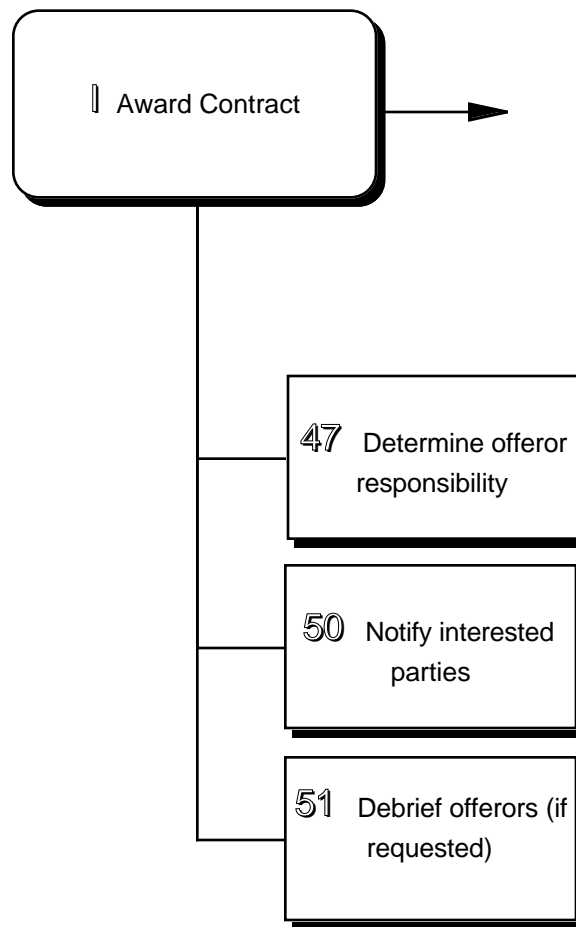


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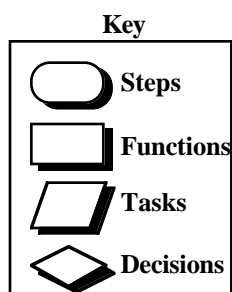


TRAINING BROADCASTS
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Flowchart/Outline of Events in
"Securing an Acquisition" (continued)

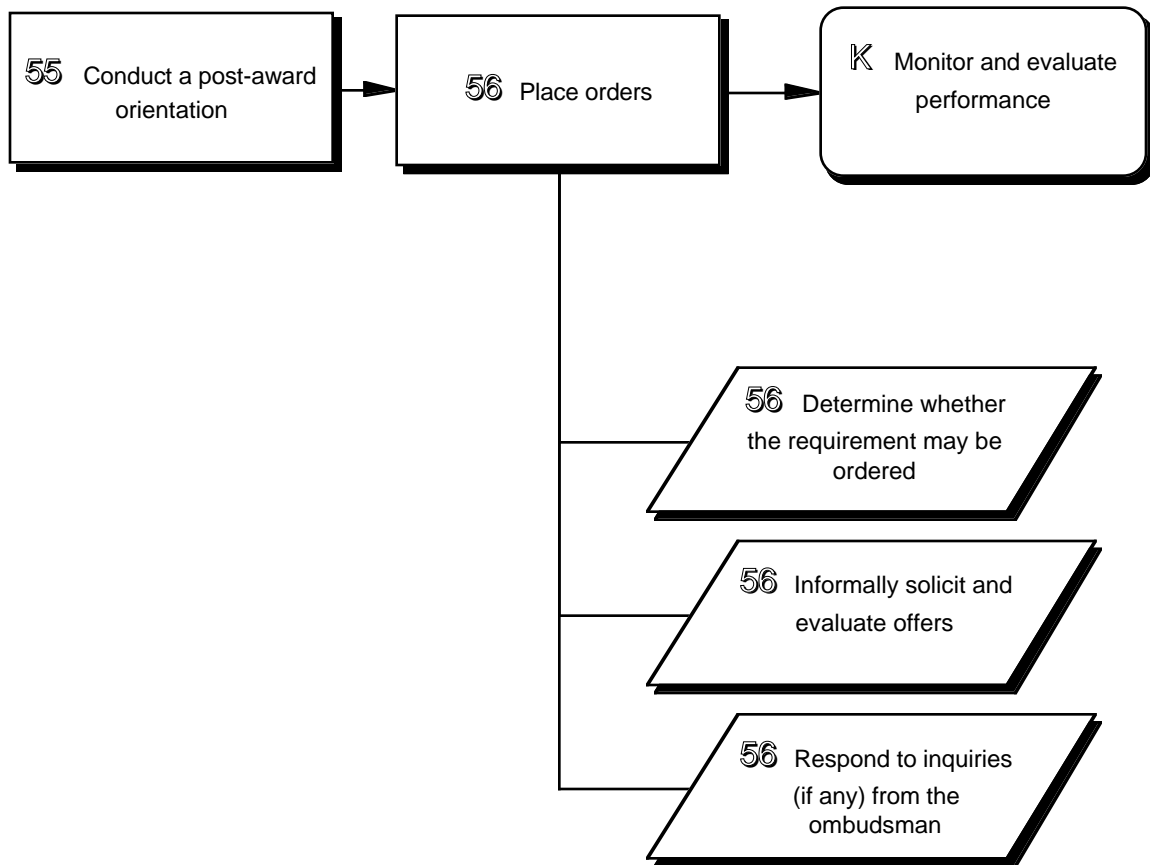


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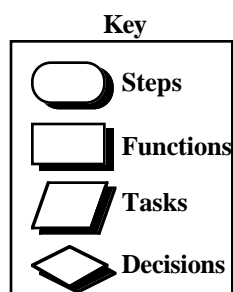


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Flowchart/Outline of Events in
"Securing an Acquisition" (continued)



NOTES:



TRAINING BROADCASTS
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26 October Broadcast
"TRACKING AN ACQUISITION"

PROGRAM SYNOPSIS

"Tracking an Acquisition" centers around Colonel Ortis (another contracting officer from the first program) and his team of experts. The contracting team undertakes the task of acquiring a radar component - illustrating the process of contracting for an item over \$500,000 within the framework of FASA. The host, with the help of supporting graphics, guides viewers through the scenario. Key topics include sole sourcing, TINA, contract negotiations, and a contract termination.

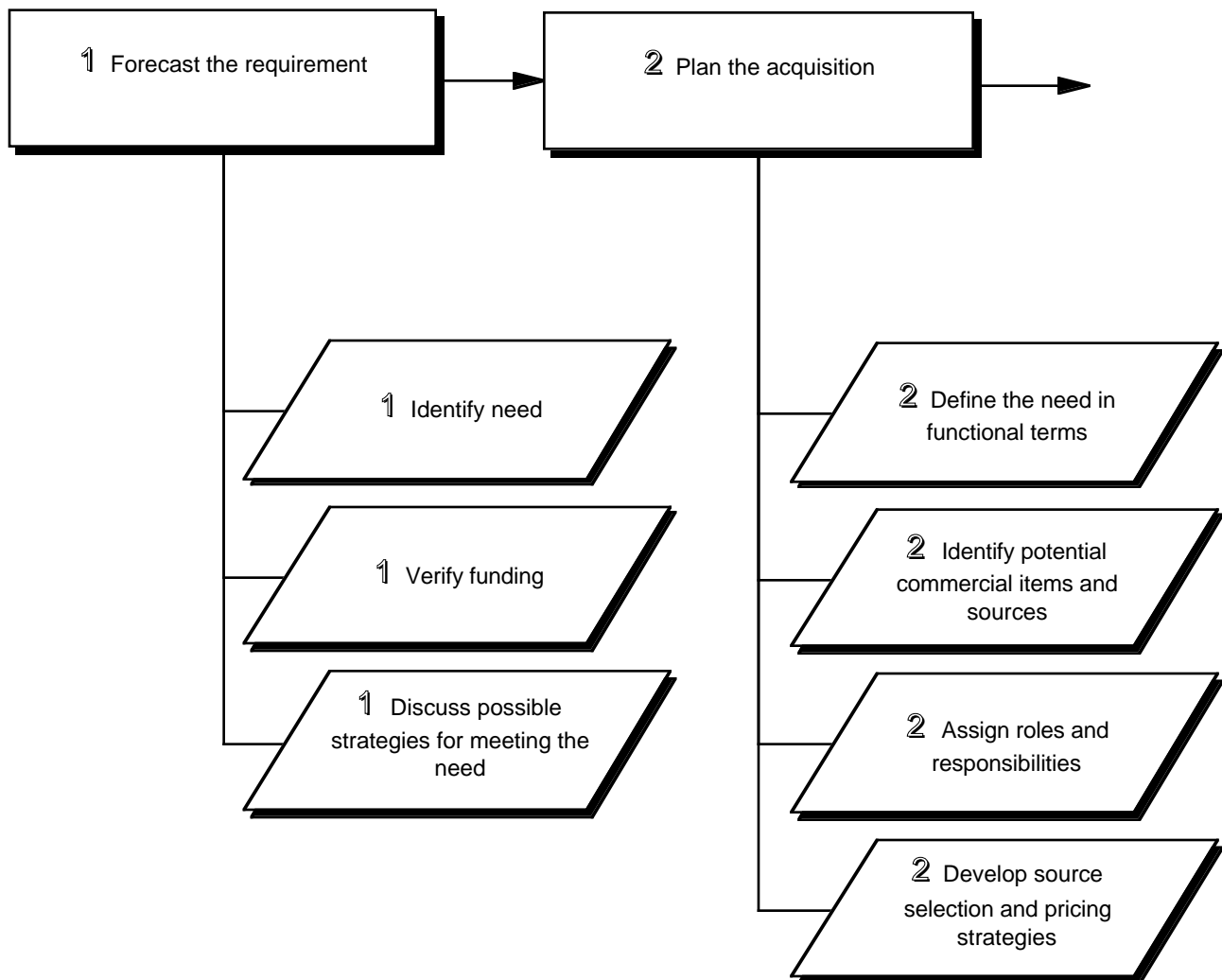
BROADCAST FLOW CHART/NOTE TAKING OUTLINE

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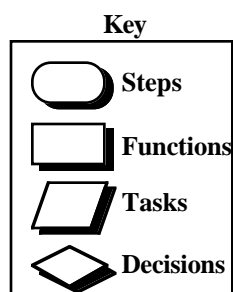
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Flowchart/Outline of Events in
"Tracking an Acquisition"

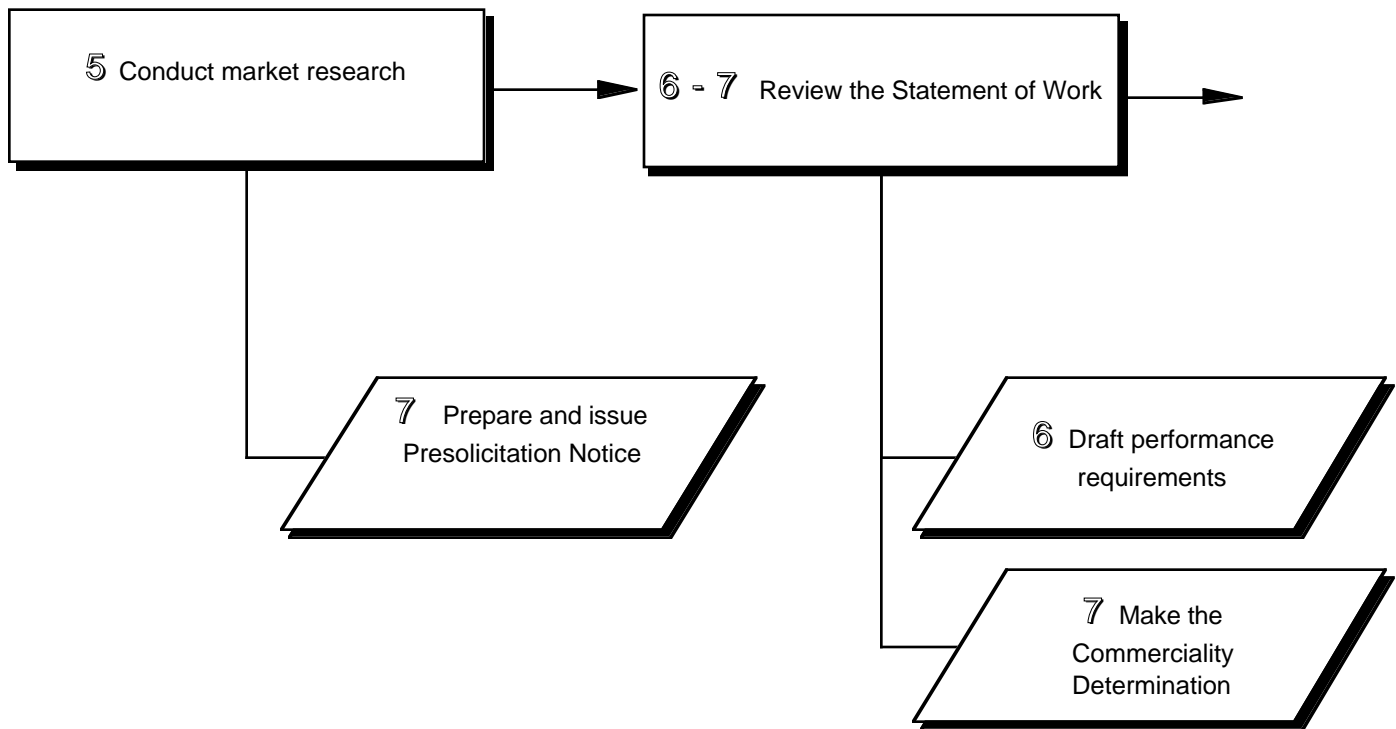


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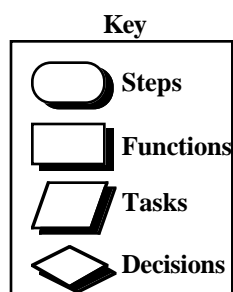


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Flowchart/Outline of Events in
"Tracking an Acquisition" (continued)

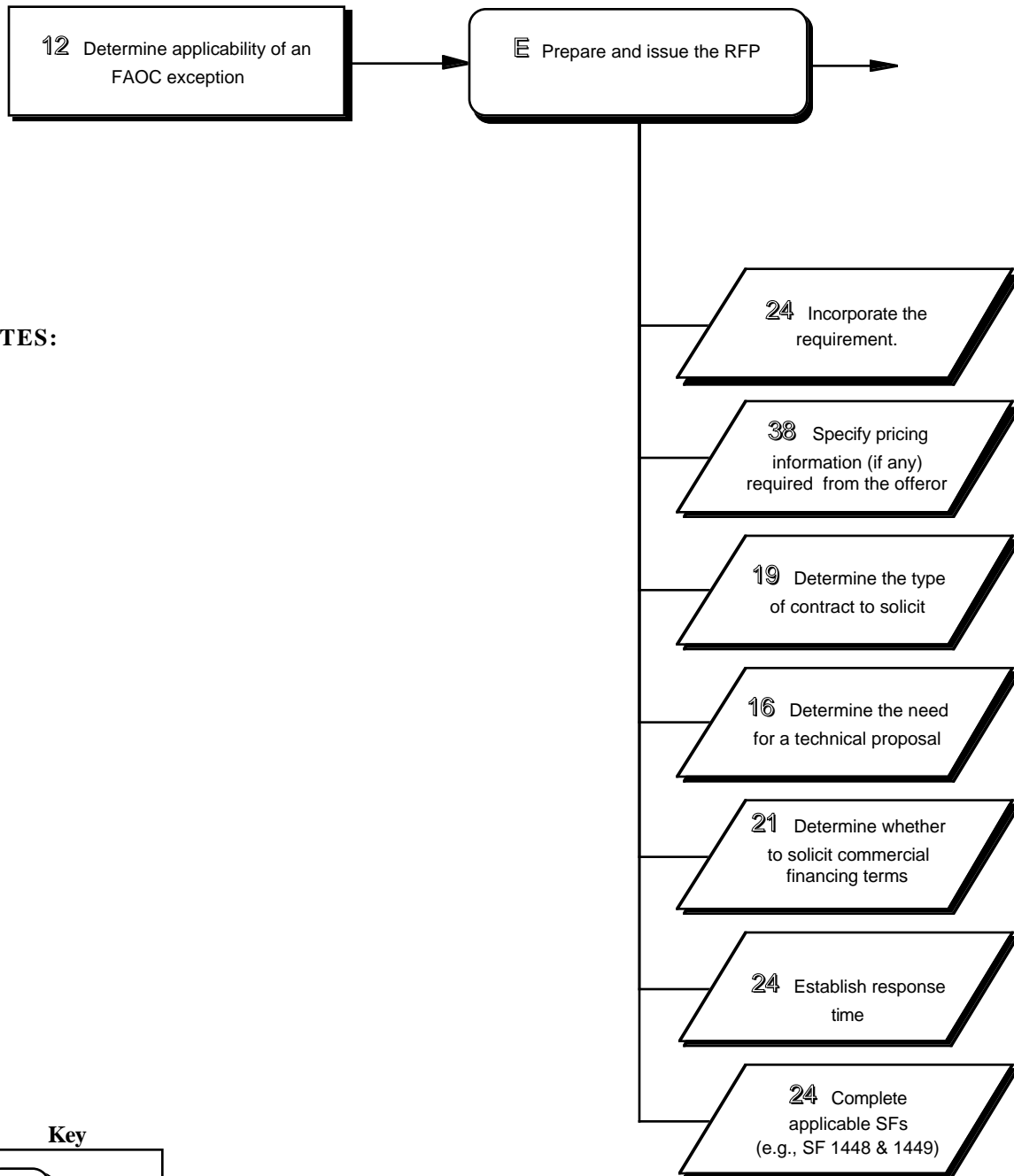


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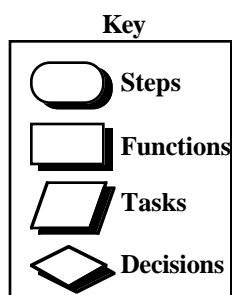


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Flowchart/Outline of Events in
"Tracking an Acquisition" (continued)

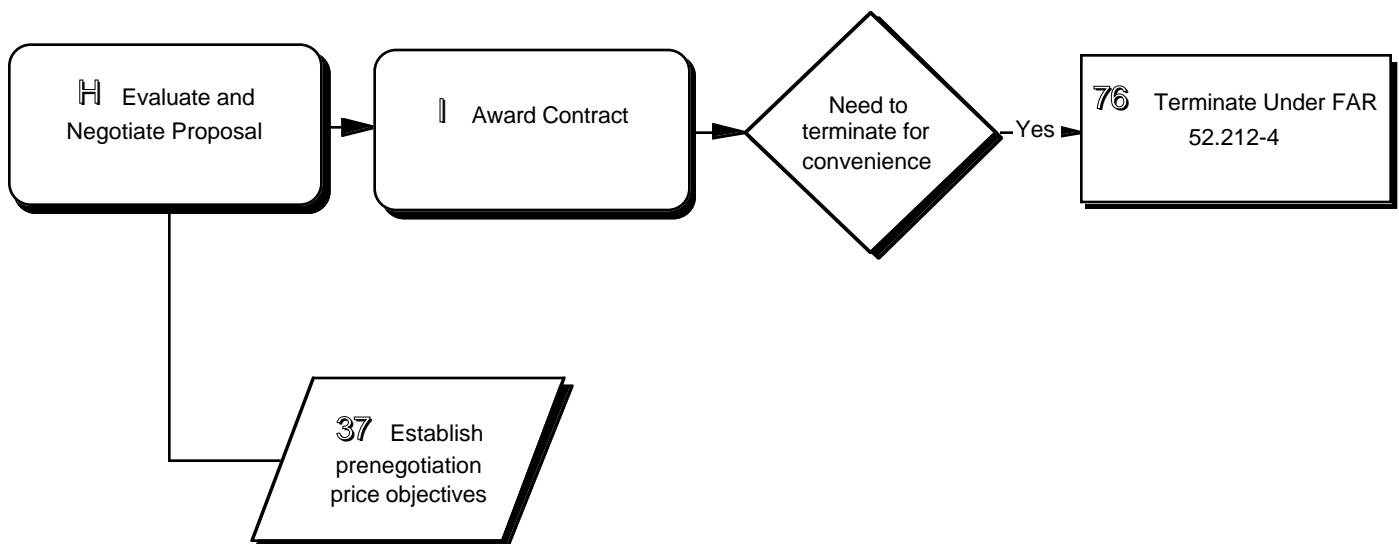


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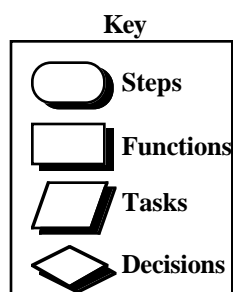


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Flowchart/Outline of Events in
"Tracking an Acquisition" (continued)



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Training Broadcast 31 October 1995
FASA — Making It Happen
31 October Broadcast
"TRACKING AN ACQUISITION"

PROGRAM SYNOPSIS

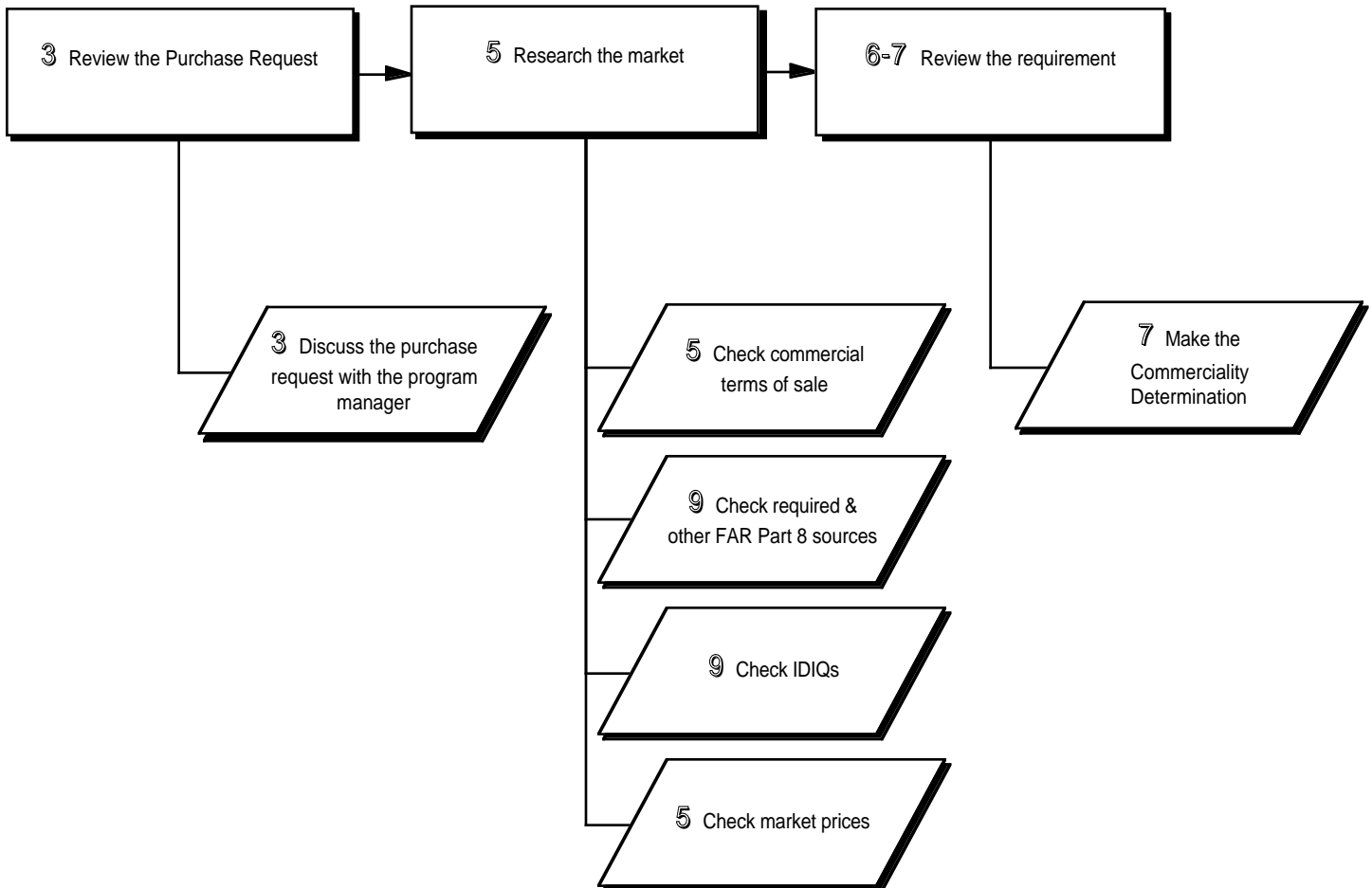
This Program explores the acquisition of an item under \$100,000 - in this case, new carpeting - and how FACNET will radically change the process for this type of purchase. Rita (the third contracting officer from program one) works with Mike - a government agency buyer - as he negotiates an acquisition. With support from the host and graphics, viewers will explore such topics as Simplified Acquisition Procedures, Small Business Requirements, FACNET procedures, debriefing, protests, and Alternative Disputes Resolution.

BROADCAST FLOW CHART/NOTE TAKING OUTLINE

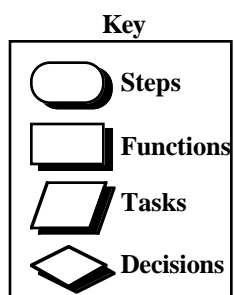
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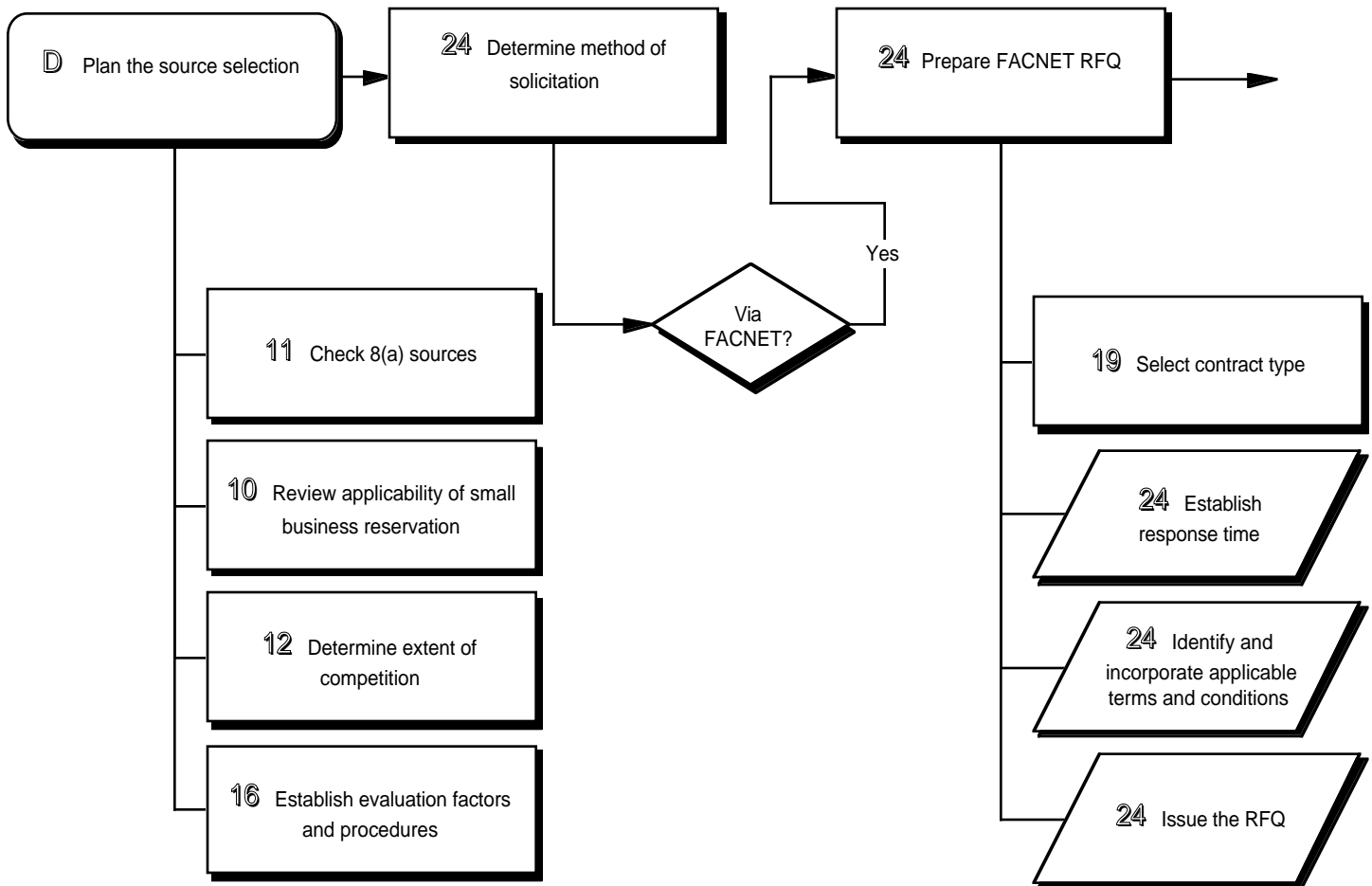
"The Murphy Carpet Saga" — Flowchart/Outline of Events



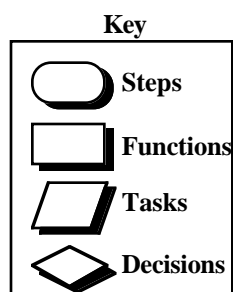
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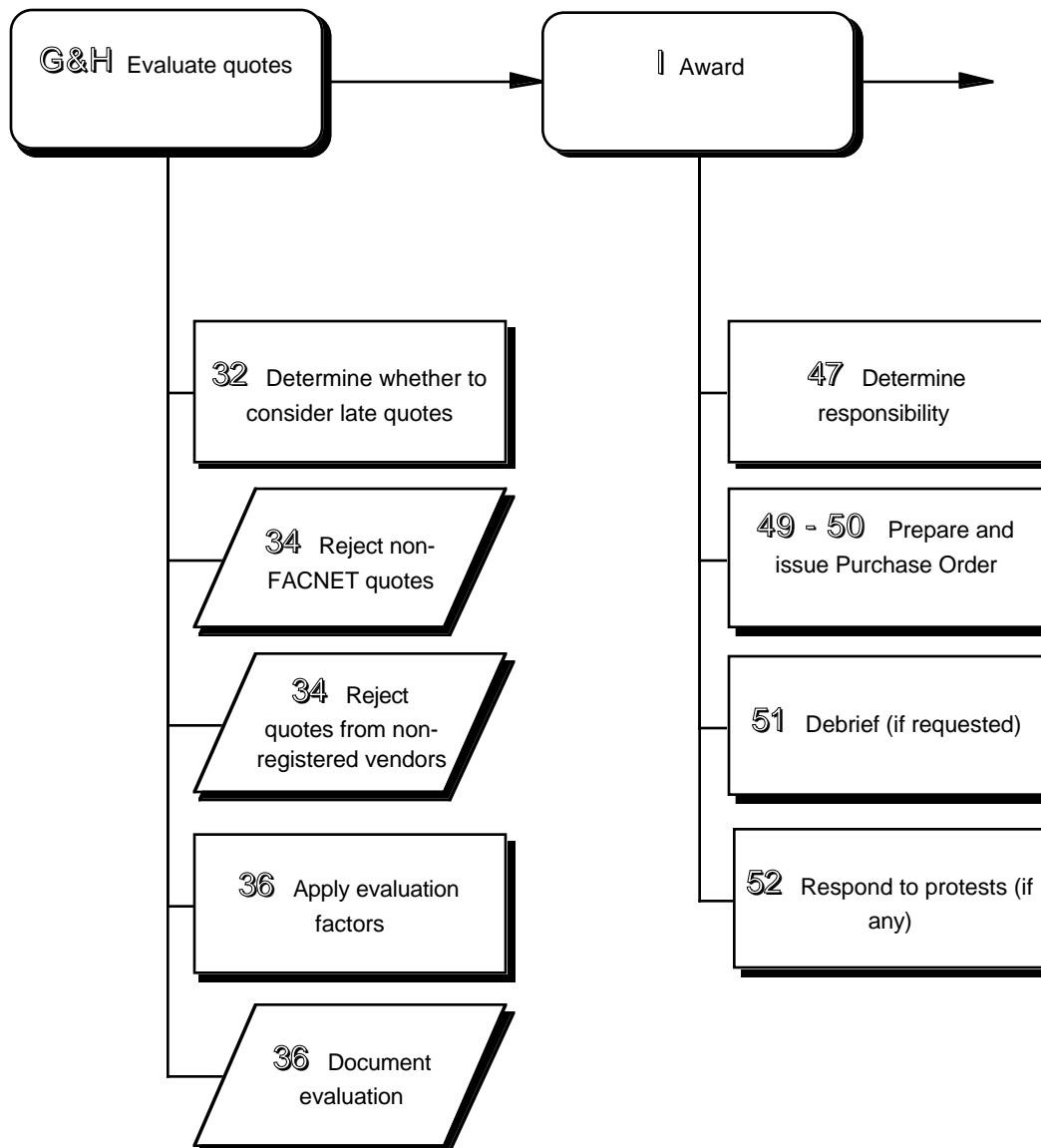
"The Murphy Carpet Saga" — Flowchart/Outline of Events (continued)



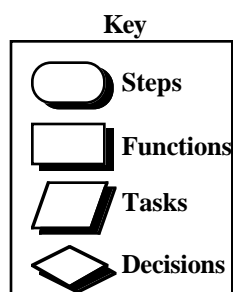
NOTES:



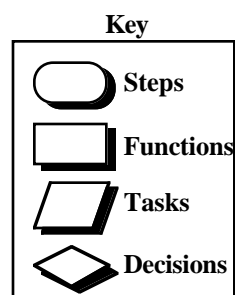
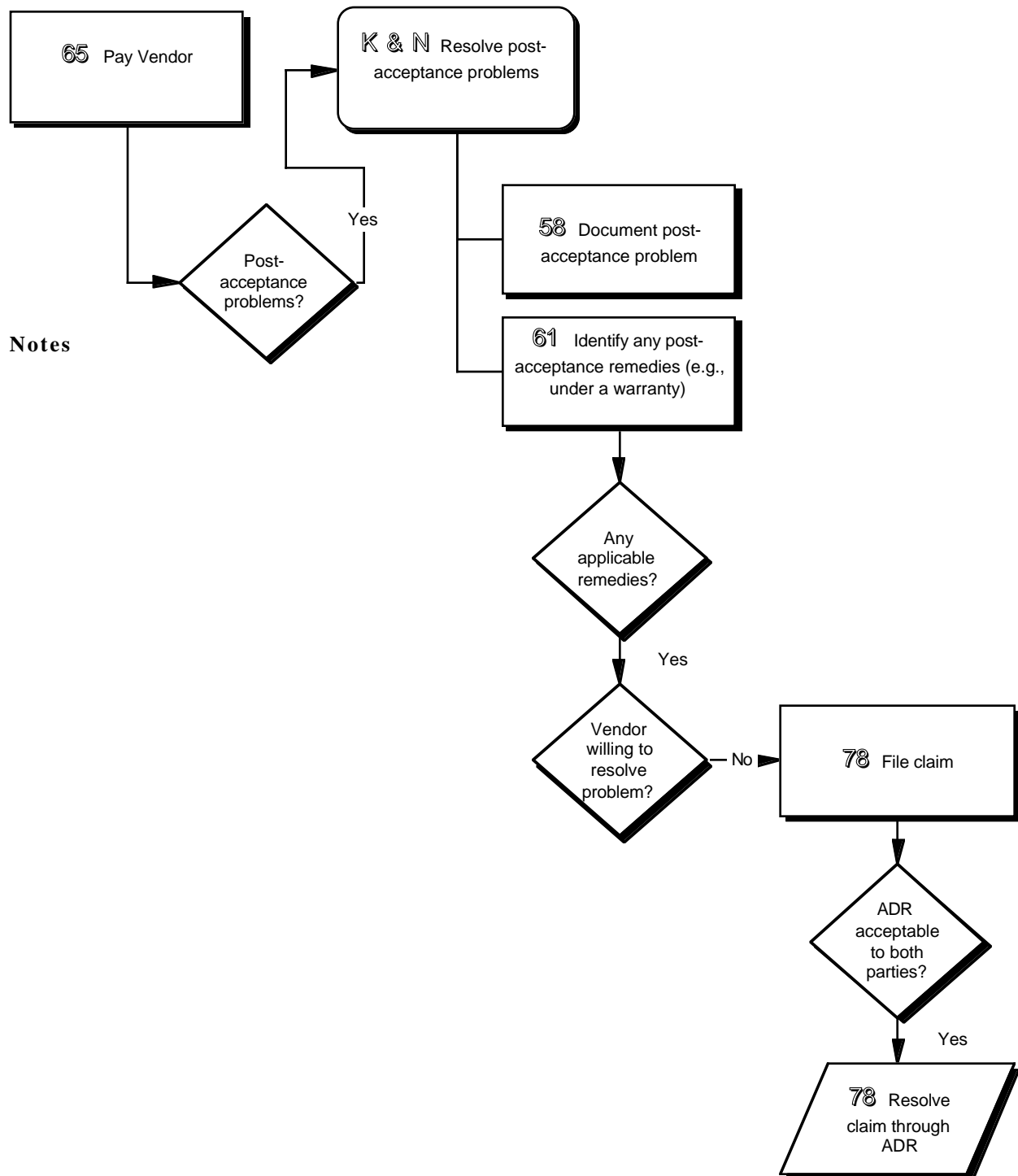
"The Murphy Carpet Saga" — Flowchart/Outline of Events (continued)



NOTES:



"The Murphy Carpet Saga" — Flowchart/Outline of Events (continued)



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"A SUMMARY"

PROGRAM SYNOPSIS

The final program in the series highlights key topics from programs 1, 2, 3 and 4. The host guides viewers through "playbacks" of critical scenes from the previous programs and reinforces the major changes resulting from the implementation of FASA.

BROADCAST NOTE TAKING OUTLINE

This outline is a viewer's note taking guide for recording -- with the help of the program host -- the major teaching points in each of the 14 steps in the "Federal Acquisition Process Map" (TAB 1).

I. PRESOLICITATION

STEP A: DETERMINATION OF NEED

STEP B: ANALYSIS OF THE REQUIREMENT

STEP C: EXTENT OF COMPETITION

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STEP D: SOURCE SELECTION PLANNING

STEP E: SOLICITATION TERMS AND CONDITIONS

II. SOLICITATION - AWARD

STEP F: SOLICITATION OF OFFERS

STEP G: BID EVALUATION

STEP H: PROPOSAL EVALUATION AND NEGOTIATION

STEP I: CONTRACT AWARD

III. CONTRACT ADMINISTRATION

STEP J: INITIATION OF WORK

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STEP K: QUALITY ASSURANCE

STEP L: PAYMENT AND ACCOUNTING

STEP M: MODIFICATION AND TERMINATION

STEP N: CONTRACT CLOSEOUT